



## **Editorial Assistant for the Quill Project**

### **JOB DESCRIPTION**

#### **Background**

The Quill Project at Pembroke College, University of Oxford is designed to help readers understand how the foundational negotiated texts of the modern world have been created, with four main research areas: US constitutional history, the constitution of India, the drafting of the Australian constitution, and the peace process in Northern Ireland. Its online platform is designed to model the negotiation of texts within formal processes. The work of the project includes the digitization and transcription of archival material, editing, analysing, and modelling the process of negotiation, and communicating the results of that research to a wide variety of audiences. More details about the project can be found at [www.quillproject.net](http://www.quillproject.net).

Building on the success of similar positions in recent years, Quill has obtained funding to offer a training opportunity for a recent graduate to join the team on an 18-month contract as an editorial assistant.

#### **The Role of Editorial Assistant**

As part of Quill's US research strand, the project enjoys research partnerships with a number of American universities. These collaborators use online tools to enter data and images directly onto the Quill platform. In many cases they also participate in the Quill Summer Study Abroad at Pembroke. Each partner institution is assigned an editorial assistant to work with student research assistants throughout the year and, if applicable, will facilitate their participation in the Study Abroad. They will ensure common standards are applied across the full portfolio of Quill projects, that our public and private archives are accurate and properly indexed, and that we have the legal rights to use and display the information stored in our platform.

This is not a research position. It is suited to recent Humanities or Digital Humanities graduates, looking for on-the-job training and work experience in preparation for a career in digital publishing or documentary editing, or before taking a higher degree.

#### **Responsibilities**

The Editorial Assistant will be based in Pembroke College and will be line managed by one of the senior editors in the Quill team. Their responsibilities will be to:

- Check style, grammar, and accuracy of content, arranging for revisions and checks prior to publication.
- Enforce common standards for the incorporation of digital material within the Quill software platform, ensuring the accuracy of information presented within our database.
- Answer verbal or written enquiries from students using the Quill platform.
- Examine and classify new materials for display in the Quill platform, logging and recording details and creating digital copies and transcriptions of original manuscripts.
- Research historic records to supplement project resource collections.
- Assist with the development of instruction manuals and user guides to ensure that all projects using the software platform adopt comparable approaches.
- Write material for social media, as well as providing support for technical reports, research papers or presentations being written by members of the project team.
- Participate in the planning and running of the Quill Study Abroad programme.
- Provide other reasonable support and assistance to the Quill team, as required.

## **Selection Criteria**

Candidates will be judged on the basis of the following criteria and should ensure that their letter of application provides evidence of how they meet each. They will be expected to give examples of relevant experience which could be drawn from study, voluntary work, or other equivalent experience.

The successful candidate will meet the following minimum requirements:

- A good first degree in a relevant humanities subject
- Excellent attention to detail and the ability to work accurately under pressure
- A proven interest in historical research and text-based analysis
- Good communication skills, both written and verbal
- Solid computer skills
- The ability to work well with a collaborative project team

The following experience is also desirable but not essential:

- Working with archival materials in a digital context
- Participation in Quill internship or microinternship schemes
- Assisting with an editing, metadata, or annotation project
- Experience of teaching or delivering training
- Work in an interdisciplinary academic environment

## **Further details**

This is a full-time, in-person position as the trainee is required to collaborate and coordinate extensively with the other editors in the Quill team. Due the nature of international collaborations across time zones, it will be necessary to work flexibly at least one evening per week and during the Study Abroad programme. Travel to the US may be required.